

Sample School Improvement Visit Schedules (With and Without Equity) 2009-2010

Creating a schedule is critical as schools and school districts prepare for site visits. This should be one of the first considerations in planning. Several sample schedules have been created to serve as guidelines for planning and can be found on the DE website at this link:

http://www.iowa.gov/educate/index.php?option=com_content&task=view&id=1558&Itemid=2342#SiteVisits .

While each situation is unique, we have found that the sample schedules serve as a good starting point, and help ensure that all required interview groups are included. Team leaders for each visit will consult with schools and districts as the schedules are prepared well in advance of the visit.

The following points will help with the development of individual site visit schedules:

- All schedules must allow for team orientation, some document review, and the district overview the morning of the first day
- Additional document review time will be needed throughout the visit
- All required interview groups must be represented
- Building schedules and availability of interviewees might impact interview schedule
- Travel time, brief team time for processing after interviews, and occasional breaks for team members should be included on the schedule
- Site visits with team members representing specific program areas, i.e., Title I or Early Childhood will have additional interviews. Team leaders will inform districts when needed.

It is important that the final schedule include the site(s) where the interviews will be held. The names of the persons to be interviewed could be included on the schedule or provided to the team leader on a separate list. *If possible, it is advantageous for interviews to be conducted somewhere other than the team workroom.* This allows some team members to work on document review while others are conducting interviews.

The Sample Schedules are based on efficient, practical schedules from recent visits. Included are:

Public School District

3 Day Visit (A/B/C teams)

3 Day Visit with Equity (A/B/C teams)

Non-Public Schools

2 Day Visit (A/B teams)